

PART-TIME POSITION (20 hrs/wk)
WIC REGISTERED DIETITIAN
Juneau County Health Department

Position available immediately. Join a team of professionals working with the WIC Program. Qualified person will work to provide services in accordance with the terms of the Wisconsin WIC Program. Must be Registered Dietitian or registration-eligible. In person interviews will be held on 6/14/10 beginning at 10:15 a.m. if selected. Further job requirements, description and applications are available at www.co.juneau.wi.gov or at the Juneau County Health Dept, 220 E. State Street, Room 104, Mauston, WI 53948. Phone 608-847-9373.

Application deadline is 4:30 p.m., Friday, June 4, 2010.

The Juneau County Board of Health has the right to accept and reject any or all applications. An Equal Opportunity Employer.

JOB TITLE: WIC Registered Dietitian INCUMBENT: _____

DEPARTMENT: Juneau County Health Department

DIRECT REPORT TO: Health Officer, Juneau County Health Department GRADE: 17

SALARY RANGE: \$19.9464-\$25.4142 FT: _____ PT: _____
(Dependant on grant hours)

UNION: X NONUNION: _____ NON-EXEMPT: _____ EXEMPT: _____

A. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

As the WIC Registered Dietitian - the qualifying person will work with the WIC Director Registered Dietitian/Nutritionist to provide services in accordance with the terms of the Wisconsin WIC Program and under the general supervision of the Health Officer.

B. EXAMPLES OF DUTIES AND RESPONSIBILITIES OF POSITION

- Understanding of the Wisconsin WIC Program, its philosophies and goals, and continual updated communications with State and National WIC events.
- Attends WIC regional and annual state meetings as needed. Partake in on-going training in WIC related issues as needed.
- Assists the WIC Director Registered Dietitian/Nutritionist to provide monitoring and necessary follow-up to WIC vendors.
- Understanding of all WIC computer applications.
- Determines client eligibility based on provided medical and nutritional information. Assesses client needs and develops plan of care. Refers clients to other services and agencies.
- Documents client information and activities.

- Communication with WIC Director Registered Dietitian/Nutritionist and Health Officer on all matters requiring their input.
- Assists the WIC Director Registered Dietitian/Nutritionist with the Annual Nutrition Education Plan and Breast Feeding Program and monitors client progress.
- Works with the WIC Director Registered Dietitian/Nutritionist to prepare and participate in department and WIC meetings as needed.
- Performs tasks as needed.
- Assists the WIC Director Registered Dietitian/Nutritionist in development and implementation of nutrition education, including secondary nutrition education.
- Transports equipment and supplies as needed for satellite clinics.
- Carries out all job responsibilities with the focus of customer service as a major priority. Provides family-centered, community-based, and culturally-competent care.

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C. MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS

- Registered Dietitian (RD) who is registered with the American Dietetic Association and a Certified Dietitian (CD) who is certified with the State of Wisconsin (through the Department of Regulation and Licensing).
- OR
- Is registration-eligible (an individual who has completed a course of study approved by the American Dietetic Association and completed an approved internship) upon hiring and within six months passes the American Dietetic Association (ADA) Commission on Dietetic Registration's Examination AND obtains certification with the State of Wisconsin.
- Must have a valid driver's license, reliable transportation, and automobile insurance.

D. PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS.

Language Ability and Interpersonal Communication

- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria in order to define consequences and to consider and select alternatives.
- Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize advisory data and information such as financial statements and reports, technical operating manuals, reimbursement reports, bills, and invoices, WIC

program procedures and guidelines, client records, program participation lists, draft reports, nutrition texts, WIC manuals, and non-routine correspondence.

- Ability to communicate verbally and in writing with WIC participants, students, health department personnel, medical care providers, community groups, business owners, vendor representatives, and state WIC agency personnel.

Mathematical Ability

- Ability to add and subtract, multiply and divide, calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the direction, control, and planning of an entire program or set of programs.

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- Ability to use functional reasoning development in performing functions within influence systems such as associated with leading, teaching, directing, and controlling.

Physical Requirements

- Ability to operate computer keyboard/typewriter, calculator/adding machine, VCR, telephone, infant and adult scales, measuring board and tape, breast pumps, and Hemocue photometer.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping and kneeling. Ability to handle, finger, and feel. Ability to lift, carry, push, and pull up to 50 pounds. Work at clinic sites requires moving tables and chairs and carrying office supplies.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, and sounds.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

04/2010